

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 0004		3. EFFECTIVE DATE 12/27/99		4. REQUISITION/PURCHASE REQ. NO. 0-9-10-U3-TC-A36	
5. PROJECT NO. (If applicable)					
6. ISSUED BY CODE INTERNAL REVENUE SERVICE A/C (PROCUREMENT) M:P:I:C 6009 Oxon Hill Road, 7th Floor Oxon Hill, MD 20745		7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		9A. AMENDMENT OF SOLICITATION NO. x TIRNO-99-R-00009 9B. DATED (SEE ITEM 11) September 13, 1999 10A. MODIFICATION OF CONTRACT/ORDER NO. 10B. DATED (SEE ITEM 13)			
TO ALL PROSPECTIVE OFFERORS					
CODE		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					

X The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ___ is extended, X is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

- (a) By completing Items 8 and 15, and returning **one** copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ___ is not, ___ is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See Page 2.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
15C. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

Solicitation No. TIRNO-99-R-00009 dated September 13, 1999 is hereby amended as follows:

1. This amendment only applies to Offerors submitting proposals under the Full and Open Competition. The due date for these proposals remains February 15, 2000, 4:00 P.M. as stated in Amendment 0003. Please note that the Small Business Set-Aside Competition remains closed.
2. The location for delivery of proposals is the same address in Oxon Hill, MD as stated in the original Solicitation.
3. Changed pages to the Solicitation as identified and described below are attached to this Amendment 0004. Each changed page includes a vertical line to indicate the changed text.
 - a. Section L.9, Format and Instructions for Proposal Submission, on page L-4 has been revised as shown on the attached page. The number of hard copies for the submission of any revisions to Volumes I and III has changed from four to two hard copies.
 - b. Section L.9, Format and Instructions for Proposal Submission, on page L-6 has been revised as shown on the attached page. The third paragraph has been deleted and a new Section L.9.1, Amendment to Proposals has been inserted to address how amended proposals are to be submitted.
 - c. Section L.11, Volume I - Terms and Conditions, page L-6a, has been revised as shown on the attached page. The number of hard copies for the submission of revisions to Volume 1 has changed from four to two hard copies.
 - d. Section L.12.3.2, Past Performance Questionnaires (Part B), on page L-18, second full sentence at the top of the page has been revised as shown on the attached page. For the Full and Open Competition, the due date for the submission of Offerors' requests to be submitted to D&B is no later than February 4, 2000.
 - e. Section L.13, Volume III - Cost/Price Proposal and Financial Information, on page L-23 has been revised as shown on the attached page. The number of hard copies for the submission of Volume III has changed from four to two hard copies.
 - f. Pages L-6a and L-18a are hereby inserted and shall be incorporated after Pages L-6 and L-18 respectively.

SOLICITATION NUMBER TIRNO-99-R-00009
PART IV - REPRESENTATIONS AND INSTRUCTIONS
SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

Subject: RFP No. TIRNO-99-R-00009, TIPSS-2
Reference: RFP Section ____, Paragraph(s) ____, Page(s) ____.

The Government will not provide any information concerning questions in response to telephone calls from Offerors. All requests will be answered **electronically** and provided to all Offerors at the Internet site.

The formal RFP and related documents will be available electronically 24 hours a day via the Internet site referenced above. The file can then be downloaded in Microsoft Word '97 format.

L.9 FORMAT AND INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposals shall be prepared in accordance with these instructions; providing all required information in the format specified. A cover letter shall accompany the proposal to set forth any information that the Offeror wishes to bring to the attention of the Government. Each Offeror shall submit a proposal in three (3) separate volumes as follows:

VOLUME I: Terms and conditions in accordance with Section L, VOLUME I - TERMS AND CONDITIONS	Original and 2 hard copies and 2 electronic copies
VOLUME II: Technical Proposal in accordance with Section L, VOLUME II - TECHNICAL PROPOSAL	Original and 4 hard copies and 2 electronic copies
VOLUME III: Cost/Price and Financial Data Proposal in accordance with Section L, VOLUME III - COST/PRICE PROPOSAL AND FINANCIAL INFORMATION	Original and 2 hard copies 2 electronic copies

Each volume shall be submitted in separate loose-leaf binder(s). For each proposal package, the following information must be cited on the outside of each box and on the spine and cover of each binder:

- Solicitation Number:
- Offeror's Name
- Box __ of __ box(s) and Volume Number (The numbering scheme shall include all outside packages, e.g., information submitted under separate cover)

SOLICITATION NUMBER TIRNO-99-R-00009
PART IV - REPRESENTATIONS AND INSTRUCTIONS
SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

Preferred file formats are as follows:

- (1) Text files (including charts, diagrams, and the like): Microsoft Word 97.
- (2) Spreadsheet files: Microsoft Excel 97.

"Pre-printed materials such as company annual reports submitted with Volume III, Cost/Price Proposal and Financial Information, need not be submitted in electronic format.

A proposal that fails to show compliance with these instructions may be removed from the competition.

L.9.1 AMENDMENTS TO PROPOSALS

Should it become necessary for an Offeror to amend its proposal, amendment pages shall be submitted with vertical bars in the right margin next to all text that is different from that of the prior submittal. Each amendment page shall include a footer starting with the words, "Amendment Page", followed by the date that the amendment page is submitted to the Government, and the page number. Please pay particular care to follow all instructions in the solicitation concerning the proposal format, content, and any required page limits; for example, see Section L.12.2. Overrun pages, that is, additional pages resulting from additional text being inserted in the prior pages, are acceptable only if any required page limits are not exceeded. The page number on the overrun page should be noted with an alpha identifier (e.g., the overrun page after Page 4-3 would be Page 4-3a, followed by the unchanged Page 4-4).

Offerors shall briefly summarize their proposal changes in a transmittal letter for each proposal volume being amended.

Offerors shall submit an electronic version of the entire proposal as amended on 3.5" high-density diskettes using the same software that was used for the initial proposal and in the number of copies stated in Section L.9.

L.10 PROPOSAL/AWARD RESTRICTIONS

Each Offeror is cautioned that they can submit a proposal as a Prime Contractor, under one, and only one, of the following categories: Partial Small Business Set-Aside (SBSA); or Full and Open competition.

Parent and subsidiary corporations may submit a proposal on this procurement, but it is each Offeror's duty in these situations to establish why potentially awarding to both a parent or subsidiary or fellow subsidiaries would not violate the competitive process. The Offeror must establish how it is a separate entity, and how its corporate decisions

SOLICITATION NUMBER TIRNO-99-R-00009

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

are not influenced by a parent organization or fellow subsidiaries (reference Section H, Organizational Conflict of Interest and Limitation on Future Contracting).

L.11 VOLUME I - TERMS AND CONDITIONS

The following paragraphs prescribe the format of Volume I and describe the approach to be used in the development and presentation of the proposed data. They are designed to assure the submission of information essential to the understanding and comprehensive evaluation of each Offeror's proposal.

The Offeror shall submit the original and two (2) hard copies of Volume I.

SOLICITATION NUMBER TIRNO-99-R-00009

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

as a result of this condition. D&B will provide copies of these reports to both the Offeror and the Government. Offerors' requests for the past performance survey reports are to be submitted to D&B no later than [February 4, 2000](#) for the Full and Open Competition.

Resubmission of Past Performance References for the Small Business Set-Aside Competition is due no later than October 28, 1999.

The Government may supplement the data provided in the Offeror's proposal for evaluation of past performance. Offerors shall provide information on problems encountered on the identified contracts and the Offeror's corrective action taken under a separate tab per Principle Task Area entitled "Past Performance Supplemental Information". There is no page limitation for this tab.

L.12.3.2.1 PAST PERFORMANCE -- LARGE BUSINESS OFFERORS AND SMALL BUSINESS OFFERORS WHO ELECT TO COMPETE UNDER THE FULL AND OPEN COMPETITION

All Offerors who elect to compete under the Full and Open competition shall provide D&B a list of ten (10) Task Order references for each Principle Task Area in which the Offeror chooses to compete. D&B will randomly select seven (7) references from those provided by the Offeror and collect the past performance information in Part 2, as specified in the Past Performance Questionnaire (reference Section J, Past Performance Questionnaire.) If the Offeror has identified that a Subcontractor will be used to satisfy the majority of the requirements in a Principle Task Area, at least two of the references shall cite the Subcontractor's experience.

L.12.3.2.2 PAST PERFORMANCE -- SMALL BUSINESS OFFERORS WHO ELECT TO COMPETE UNDER THE PARTIAL SMALL BUSINESS SET-ASIDE COMPETITION

Small Business Offerors who submit a proposal under the Partial Small Business Set-Aside shall provide D&B a list of seven (7) Task Order references. D&B will randomly select five (5) references from those provided by the Offeror and collect the past performance information for Part 2, as specified in the Past Performance Questionnaire (reference Section J, Past Performance Questionnaire.) All references shall be from the Prime Offeror only.

L.12.4 TECHNICAL SECTION B - CORPORATE

Section B consists of the Offeror's Corporate information. Offerors are required to provide an Oral Presentation (Proposal) of their Management Approach and their response to the Management Scenario as well as a written proposal that contains the

SOLICITATION NUMBER TIRNO-99-R-00009

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

slides for the Oral Presentation and the Key Management Personnel résumés. The persons identified in the key management personnel résumés shall present the Oral Proposal. Each presenter shall address those Management Approach functions that their résumés represent. The Offeror's proposal will be considered with respect to the

SOLICITATION NUMBER TIRNO-99-R-00009

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.12.4.2.5 ORGANIZATIONAL STRUCTURE

The Offeror shall describe the management and administrative organization available for the management of multi-Task Order environment as required under the proposed contract. The Offeror shall include a functional organizational chart by job classification, which shall include key management personnel, management staff, technical staff, and other support staff. The Offeror shall describe the lines of authority and reflect the degree of authority each position will exercise in managing the resources (including Subcontractors).

L.12.4.2.6 SUBCONTRACTOR MANAGEMENT

In this section of the proposal, the Offeror shall identify the type and level of support that will be obtained from Subcontractors. The Offeror shall provide a rationale concerning, and a policy for, subcontracting, including how they will meet their Small Business goals. The Offeror shall reflect how the need for subcontracting is identified, and the process for coordination and integration of the Subcontractors' efforts into those of the Offeror. The Offeror shall identify the methods to be used to oversee the Subcontractors' performance both locally and at diverse locations, with specific attention to how the Offeror will verify that the Subcontractors' efforts satisfy the requirements of Task Order.

L.12.4.3 MANAGEMENT SCENARIO

The Offeror shall respond to the Management Scenario (refer to Section J - Management Scenario). The response to the Management Scenario shall:

- identify the issues;
- describe a feasible solution;
- apply the Offeror's proposed Management Approach to the solution; and
- describe how the Offeror's solution will prevent the situation presented in the Management Scenario from occurring.

L.13 VOLUME III - COST/PRICE PROPOSAL AND FINANCIAL INFORMATION

The Offeror shall submit the original and two (2) hard copies and two (2) electronic copies of Volume III.

The Government reserves the right to verify/follow-up on any of the information presented in Volume III of the proposal.